

RESOLUTION NO. 86-148

A RESOLUTION REPEALING SECTION 4 OF THE DELTA CITY PERSONNEL POLICIES MANUAL; ADOPTING A DESIGNATED WORK PERIOD FOR POLICE DEPARTMENT EMPLOYEES OF DELTA CITY; AMENDING SECTION 13 OF THE DELTA CITY PERSONNEL POLICIES MANUAL; INCREASING THE GRADE LEVEL FOR THE DELTA CITY LIBRARIAN AND ESTABLISHING GUIDELINES FOR ISSUANCE AND APPROVAL OF TRAVEL VOUCHERS.

BE IT RESOLVED by the City Council of the City of Delta, Utah:

1. Establishment of Designated Work Periods. Section 4(A) of the Delta City Personnel Policies Manual (hereafter referred to as "PPM"), is hereby repealed. The following provision is hereby adopted as Section 4.A. of the PPM:

The work period designated by written order of the Mayor and established for each department will thereafter be considered the "normal" work week or "normal" work period for each department. For purposes of this section, the term "normal work week" or "normal work period" shall mean the amount of hours each employee is required to work for each work week or work period designated by the Mayor before receiving overtime pay or compensatory time.

1. The Mayor shall have the power to delegate by written order her authority to the City Manager to designate the work week or work period of each department to determine the number of hours employees of each department shall be required to work prior to receiving overtime compensation.

2. The written order establishing the designated work week or work period for each department shall upon issuance be signed by the department head, and a copy given to each department employee, and thereafter, shall be kept on file in the office of the City Recorder.

2. Designated Work Period for Police Department Employees. Section 4 of the PPM is hereby amended to provide for a new designated work period for police department employees by adoption of the following provisions as Section 4.B.:

B.1. Designated Work Period for Police Department Employees. Until otherwise provided for by written order of the Mayor or the City Manager under authorization from the Mayor, the new work period

for nonsupervisory police department employees shall consist of a 28-consecutive day work schedule. All such police department employees shall be required to work for 171 hours prior to receiving overtime pay at the rate of 1½ times their regular weighted hourly pay rates or compensatory time at the rate of 1½ hours for each hour of employment for which overtime compensation is otherwise required.

(2) Amending the Work Week or Work Period. The Mayor shall have the power to modify or amend the work week or work period for each department (but not to exceed the maximum number of hours as provided by the Fair Labor Standards Act or any amendment thereto) and determine whether overtime beyond the designated work week or work period shall be paid to the employee as compensatory time in lieu of providing overtime payments by written order as provided in Section 4(A) of this Manual. The Mayor shall have the power to delegate her authority, as set forth in this provision, to the City Manager.

Section 4.B. of the PPM is hereby designated as Section 4.C.

Section 4.C. of the PPM is hereby designated as Section 4.D.

3. Compensation. Section 13 of the PPM providing for compensation to Delta City employees and the manner in which that compensation shall be provided to said employees shall be amended as follows:

a. Section 13.B. of the PPM is hereby repealed. Section 13.B. of the PPM entitled "Overtime" is hereby amended to provide, in its entirety, as follows:

13.B. OVERTIME - It is Delta City's policy to discourage the use of overtime. Any time worked over the designated work week or work period, as determined by order of the Mayor or City Manager, will be considered overtime, unless otherwise specifically provided for. Overtime will be paid at the rate of time and one-half the regular rate for all wage earners, and at a regular hourly rate for salaried employees of the public works and police department departments who are exempt from the provisions of the Fair Labor Standards Act. Administrative and staff employees are not eli-

gible for overtime unless extenuating circumstances warrant it. All overtime work must have the prior approval of the Mayor, unless otherwise provided for in a written order of the Mayor providing procedures for overtime work incurred without prior authorization. The Mayor shall have the power to delegate her authority as set forth in this provision, to the City Manager.

b. Section 13.D. of the PPM entitled "Compensatory Time" shall be amended to read, in its entirety, as follows:

13.D. COMPENSATORY TIME - An employee may elect to receive compensatory time in lieu of monetary compensation for overtime, subject to the approval of the Mayor. The Mayor shall designate the number of compensatory hours an employee in each department may accrue (not to exceed the maximum number of hours established by the 1985 amendment to the Fair Labor Standards Act or any other amendment thereto), prior to receiving overtime compensation. The Mayor may delegate her authority, as set forth in this provision, to the City Manager.

4. Modification of City Librarian Job Description. The Delta City Salary Schedule, as set forth in the PPM, is hereby amended to increase the City Librarian to a Grade Level 10 because of the following additional responsibilities of the Librarian:

a. To prepare and submit an annual budget for all library expenses.

b. To determine the purpose for which said funds shall be used and the manner in which said funds shall be dispensed.

c. Supervision over employees of the library staff.

d. Supervision of library volunteers.

e. Assignment of work responsibilities to employees.

f. Planning and organizing library activities, e.g. cultural activities sponsored by library, story hours, etc.

g. Higher volumes of material to be organized by Librarian.

The job description of the City Librarian is hereby amended to comply with the provisions of this Section 4.

5. Reimbursement for Travel Expenses. Section 25 of the PPM allowing for reimbursement of travel expenses to Delta City employees and providing for the manner in which said travel expenses shall be approved is hereby amended as follows:

a. Section 25.A. of the PPM shall be amended to read:

25.A. Travel expenses on duly authorized trips on City business for attendance at conventions, conferences, meetings or business will be reimbursed by the City. Advance written approval is required from the employee's supervisor or City Manager for in-state travel and expenses, except as otherwise provided. All out-of-state travel will require written approval by the employee's supervisor and approval by the governing body. Whenever possible, City vehicles will be used for City business. Further provisions for travel expense authorization and accounting may be established by order of the Mayor. Such orders shall be included in the Delta City Policies and Procedures Manual.

6. Delta City Policies and Procedures Manual. The following provision is hereby ordered to be included in the Delta City Policies and Procedures Manual:

Advance written approval shall be given by an employee's supervisor or the City Manager for all travel expenses on duly authorized trips for City business; provided, that all travel expense vouchers or changes therein made to or on behalf of the City Manager shall require the approval of the Mayor, and provided further, that all travel expense vouchers or changes therein made to or on behalf of the Mayor shall require the approval of a City Council member designated by the City Council to review all travel expense vouchers or reimbursement requests submitted by the Mayor.

7. Effective Date. This resolution and the provisions hereof shall become effective upon adoption.

8. Severability. In the event that any provision of this resolution less than the entire resolution is held invalid by a court of competent jurisdiction, this resolution shall be deemed severable and such finding of invalidity shall not affect the remaining portions of this resolution.

9. Repeal of Conflicting Resolutions. To the extent that any resolutions or policies of the City of Delta conflict

with the provisions of this resolution, they are hereby amended to be in accordance with the provisions hereof.

PASSED AND APPROVED this 19<sup>th</sup> day of May, 1986.

Ruth Hansen  
RUTH HANSEN, Mayor

Attest:

Dorothy Jeffery  
DOROTHY JEFFERY  
City Recorder